



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Assistant Surveyor I/II

RECRUITMENT NUMBER: 05-281

LEVEL I SALARY: \$4,900.24 - \$5,956.27 / MONTHLY

LEVEL II SALARY: \$5,635.28 - \$6,849.72 / MONTHLY

FILING DEADLINE: 5 PM, TUESDAY, AUGUST 30, 2005

SUPPLEMENTAL QUESTIONNAIRE REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

To lead and/or assist with the review of all subdivision and parcel maps submitted to the City for approval; assist in the management of the workload, coordination, administration of consultants, and the uniform application of the City's Subdivision Manual; provide support and work products for the Land Development Section of the Engineering Department. There is limited fieldwork in this position.

ESSENTIAL FUNCTIONS

Functions may include, but, are not limited to, the following: Lead and or assist with the review of all subdivision and parcel maps submitted to the City for approval; manage the workload, coordinate with the administration of consultants and the uniform application of the City's Subdivision Manual; provide support and work product for the Land Development Section of the Engineering Department; organize, prioritize and coordinate survey crew work assignments; perform research; prepare Exhibit Plats and legal descriptions if applicable; review lot line adjustments and consolidations; document and review additional land surveying functions as are or when this becomes necessary; coordinate functions with other sections of the Engineering Department as well as with other departments, developers, outside engineers, land surveyors and the public; determine completeness and accuracy of data sources to ensure the quality of information in automated systems; review, understand, interpret and establish compliance with the Subdivision Map Act and the Land Surveyor's Act; identify and solve complex surveying problems using Survey PC and/or handheld software including, but not limited to Traverse and Map Check Applications (COGO); read, understand and follow legal descriptions and other appropriate documents; perform variety of surveying math and calculations; build and maintain positive working relationships with survey crew, other City employees and the public using principles of good customer service; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in writing; work with various cultural and ethnic groups in a tactful manner; perform related work as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to: Level I: Associates degree in Land Surveying or a closely related field, possession of a valid Land Surveyor-in-Training (LSIT) Certificate and four years of experience in Land Surveying with a minimum of two years experience after being issued the LSIT. Level II: Associate's degree in Land Surveying or a closely related field, possession of the Licensed Surveyor-in-Training (LSIT) Certificate, and six years of experience with at least two years at the Assistant Surveyor I level or equivalent to a minimum of four years experience after being issued the LSIT. **Note:** Although the Land Surveyor License is not required at this level, it is preferable. For both levels a Bachelor's degree in Land Surveying or Civil Engineering can be used as credit for two years of experience. **Highly desirable:** familiarity with AutoCAD software.

Knowledge, Skills and Abilities: Knowledge of: (Both Levels) fundamental surveying principles, practices, and procedures governing Land Surveying Theory and practice; principles and practices of assigning work and reviewing the work of others; modern office management practices and methods; computer equipment and computer software such as, AutoCAD, word processing and spreadsheets; Traverse and Map Check Application (COGO); Subdivision, and Parcel and Record of Survey maps. Ability to: read and interpret legal descriptions and related survey documentation; apply working knowledge of the Subdivision and the Land Surveyor's Act; communicate clearly and concisely, both orally and in writing; prepare reports using appropriate English, spelling, grammar and punctuation; use initiative and sound independent judgment within established guidelines; establish and maintain effective working relationships with those contacted in the course of work; and work with various cultural and ethnic groups in a tactful manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a computer workstation for prolonged periods of time; intermittently twist and reach office equipment; write and use a keyboard to communicate through written means; lift or carry weight of 20 pounds or less.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Questionnaire by 5:00 p.m., Tuesday, August 30, 2005. Applications submitted without a Supplemental Questionnaire will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. Resumes are accepted if attached to the City application form. All notifications will be sent via U.S. mail.

Name _____

**ASSISTANT SURVEYOR I/II
Supplemental Questionnaire
Recruitment No. 05-281**

READ THESE INSTRUCTIONS CAREFULLY: This questionnaire **is not** a substitute for the official City application - you must complete both. Information contained in the employment and supplemental applications will be evaluated and used to determine your eligibility to compete in the recruitment process. Failure to complete both forms will result in disqualification from the recruitment process. If you require more space than is allowed on this form, attach additional sheets that include your name, printed legibly, in the upper, right-hand, corner. This questionnaire must be attached to your application. Note: Although resumes are not required for this recruitment, they are acceptable if they are attached along with this supplemental to the City application form.

Please indicate which position you are applying for:

- ☐ Assistant Surveyor I
☐ Assistant Surveyor II
☐ Both positions

Note: The possession of a Bachelor's degree in Land Surveying or Civil Engineering may substitute for two years of work experience for the purposes of this recruitment.

Section 1. MINIMUM QUALIFICATIONS.

- A.** Do you possess education equivalent to at least an Associate's degree with major coursework in Land Surveying?
☐ Yes ☐ No
- B.** Do you possess the Land Surveyor-in-Training (LSIT) certificate?
☐ Yes ☐ No
- C.** Do you have a combination of education and experience equivalent to an Associate's degree, LSIT certificate, and two or more years of experience?
☐ Yes ☐ No

Section 2. COMPUTER SKILLS. Please indicate your proficiency level (**Beginner, Intermediate, Advanced** or **Not Applicable**), the frequency of use (**Daily, Weekly, Monthly** or **Never**).

Microsoft Word:

☐ Beginner ☐ Intermediate ☐ Advanced ☐ Not applicable

☐ Daily ☐ Weekly ☐ Monthly ☐ Never

Microsoft Excel:

☐ Beginner ☐ Intermediate ☐ Advanced ☐ Not applicable

☐ Daily ☐ Weekly ☐ Monthly ☐ Never

Do you have experience using AutoCAD?

☐ Yes ☐ No

If yes, please explain your experience using AutoCAD and discuss your level of proficiency:

If you possess other software experience not listed here, please list them and explain your experience:

Section 3. WORK EXPERIENCE. Please describe your surveying experience, in two **key** areas, by listing your skills and then indicating your level of experience, the frequency of experience, and the number of months/years you have actually performed the duty.

Key Area of Surveying Experience:	Level of Experience (None, Limited, Extensive)	Frequency (Daily, Weekly, Monthly, Rarely)	Length of Experience (Months/Years)
1.			
2.			

Please explain how your key skills are related to this recruitment:

Section 4. ADDITIONAL SURVEYING AND LEAD EXPERIENCE

Do you have previous experience working in a surveying office?

() Yes () No If yes, please specify which type: (check all that apply)

() Municipality () Other public agency () Private firm or company

If yes, please summarize the months or years employed, the name of the employer(s) and your former job title(s). ***If you lead the work of others, please indicate the number of persons you assigned work to.***

If you performed other “survey duties” that are not shown in this supplemental questionnaire, please list the top three duties you performed most often.

Please briefly describe your experience for the following items. Please also include the employer in which you gained the experience and length of experience in years and months.

Interpreting legal descriptions

Performing Surveying Math and Calculations

Using Traverse and Map Check Applications

Name _____

Describe in detail your experience as it relates to monitoring and coordinating the function of a surveying office.

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Print Name

Signature

Date